



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

January 24, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-39

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Miscellaneous Income and Fringe Benefits Reporting

Office of Statewide Reporting and Accounting Policy's (OSRAP) Policy and Procedures Memorandum (PPM) 73 requires that agencies report to the Commissioner of Administration certain information about employee miscellaneous income and fringe benefits. OSRAP requires that the report be submitted by February 1 of each calendar year for the preceding calendar year. Refer to OSRAP Memo #02-10, http://www.state.la.us/OSRAP/library/memos/02/OSRAP_02_10_PPM_73_for_Calendar_Year_2001.pdf.

In past years, the UPS report, Miscellaneous Income and Fringe Benefits Taxable Report (BL1501-01), was produced to assist agencies in complying with PPM73. See OSUP Memo #2001-30. For 2001, agencies will need to compile the 2001 report using the information from both UPS and ISIS HR. Use the UPS Monthly-Year-to-Date Register for the 3/23/01 payday to obtain the UPS information. Also include the information from check registers for any UPS activity that may have been processed after the last payday in March (void or supplemental). Use the ISIS HR transaction code ZF62, to obtain the ISIS information for pay periods 7 through 26 (include off-cycles 3/19/2001 through 12/31/2001), using the variant "SOL_PPM73". The variant includes the following wage types:

<u>Wage Type</u>	<u>Paid Wage Type</u>	<u>Description</u>
0101	101A – 101F	Housing Allowance
0105	105A – 105F	Meal Allowance
0110	110A – 110F	Personal Vehicle Usage
0114	114A – 114F	Allowance
0115	115A – 115F	Allowance Non-Cash
0225	225A – 225F	Usage of State Vehicle

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-39

January 24, 2002

Page 2

The totals from the UPS and ISIS activity should be combined to complete the report required by the Office of Statewide Reporting and Accounting Policy (OSRAP).

Contact Deborah Zundel, (225) 342-2209, of OSRAP for questions about PPM73 and reporting. Call the ISIS HR Help Desk for questions on running ZF62. Direct any other questions to a member of the OSUP Wage and Tax Administration Unit:

Rachel Bryant	342-1651	Rhonda Desselle	342-8928
Lawanna Green	342-0714	Dorothy Piazza	342-1652

JWC:RJB:kmb